



Town of Manlius

Planning and Development

February 18, 2026

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES FOR TOWN OF MANLIUS NORTHERN SANITARY SEWER PROJECT

PROJECT OVERVIEW

The Town of Manlius is seeking Statement of Qualifications from qualified engineering firms to provide professional services (study, project development, permitting, design, bidding and construction phase) for the Town of Manlius Northern Sanitary Sewer Project. The Town of Manlius Board will review and evaluate the proposals to select a single engineering firm. Qualified Minority and Women Owned Businesses are encouraged to submit a proposal. Qualifications are being sought in accordance with NYSEFC's Architectural, Engineering and Surveying (A/E) Procurement requirements.

The Scope of Services for the project will generally align with the Engineers Joint Contract Documents Committee (EJCD) E-500 work breakdown structure and shall include Study & Report Phase, Project Development Phase, Design Phase, Bidding Phase, Construction Phase and Resident Project Representative (RPR) Phase Services. The Town Board (or delegated official) would authorize the Engineer to proceed with each successive phase as deemed appropriate to advance the project.

The initial phase authorized by the Town shall be the Study & Report Phase generally consisting of the following:

1. Project Planning and Existing Conditions Analysis

- **Define Study Area:** Work collaboratively with the Town to identify potential sewer service area(s), prioritizing areas with existing sanitary sewer need, population density, environmental sensitivity and potential for increase in development. The Town has identified the northern portion of the Town (see Exhibit 1) as the focus area of the study.
- **Topographic and Geotechnical Review:** Review existing topographic and geologic data to identify preliminary pipe alignments, potential pump station locations, and construction challenges.
- **Flow Estimation:** Based on the potential service area and development potential, provide planning level estimates for average daily and peak hour sanitary sewer flows.

John Deer, Supervisor

Town Board – Sara Bollinger, Ingrid Gonzalez-McCurdy, Alissa Italiano, Katelyn Kriesel, Michael Nesci, William Nicholson

2. Alternatives Analysis

- **Collection System Technology Assessment:** Evaluate various collection system alternatives, including conventional gravity sewers, low-pressure sewer systems, vacuum systems, and other applicable options.
- **Treatment Options:** Conduct a preliminary analysis of potential wastewater treatment alternatives, including connection to an existing adjacent municipal treatment facility (Dewitt or Minoa).
- **Preliminary Alignment:** Develop preliminary collection system alignments, gravity sewers, force mains, and identify locations for necessary appurtenances (pump stations, flow meters, etc.) for each viable alternative.

3. Environmental and Social Considerations

- **Environmental Review:** Assist the Town with completing a preliminary environmental assessment in accordance with the State Environmental Quality Review Act (SEQRA), identifying potential environmental impacts (wetlands, floodplains, historic resources) and necessary permitting requirements.

4. Cost Estimates and Financial Analysis

- **Opinion of Probable Cost (OPC):** Develop detailed Order of Magnitude Cost Estimates for capital construction, engineering, legal, administrative, and land acquisition costs for the most favorable alternatives.
- **Operation and Maintenance (O&M) Costs:** Estimate the annual O&M costs for each viable alternative.
- **Funding Strategy:** Identify and evaluate potential federal, state (e.g., EFC, Water Infrastructure Improvement Act - WIIA), and local funding sources. Develop a preliminary financial plan, including user fee and connection charge scenarios, to demonstrate financial stability.

5. Preliminary Engineering Report (PER)

- The above findings shall be documented in a Preliminary Engineering Report (PER). The PER shall be in accordance with NYSEFC requirements.

Questions regarding this solicitation may be directed to the Town of Manlius Planning & Development Office: Thomas Poitras - Code Enforcement Officer Office: 315-637-8619

tpoitras@townofmanlius.gov

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STATEMENT OF QUALIFICATION (SOQ):

The SOQ response shall include the following:

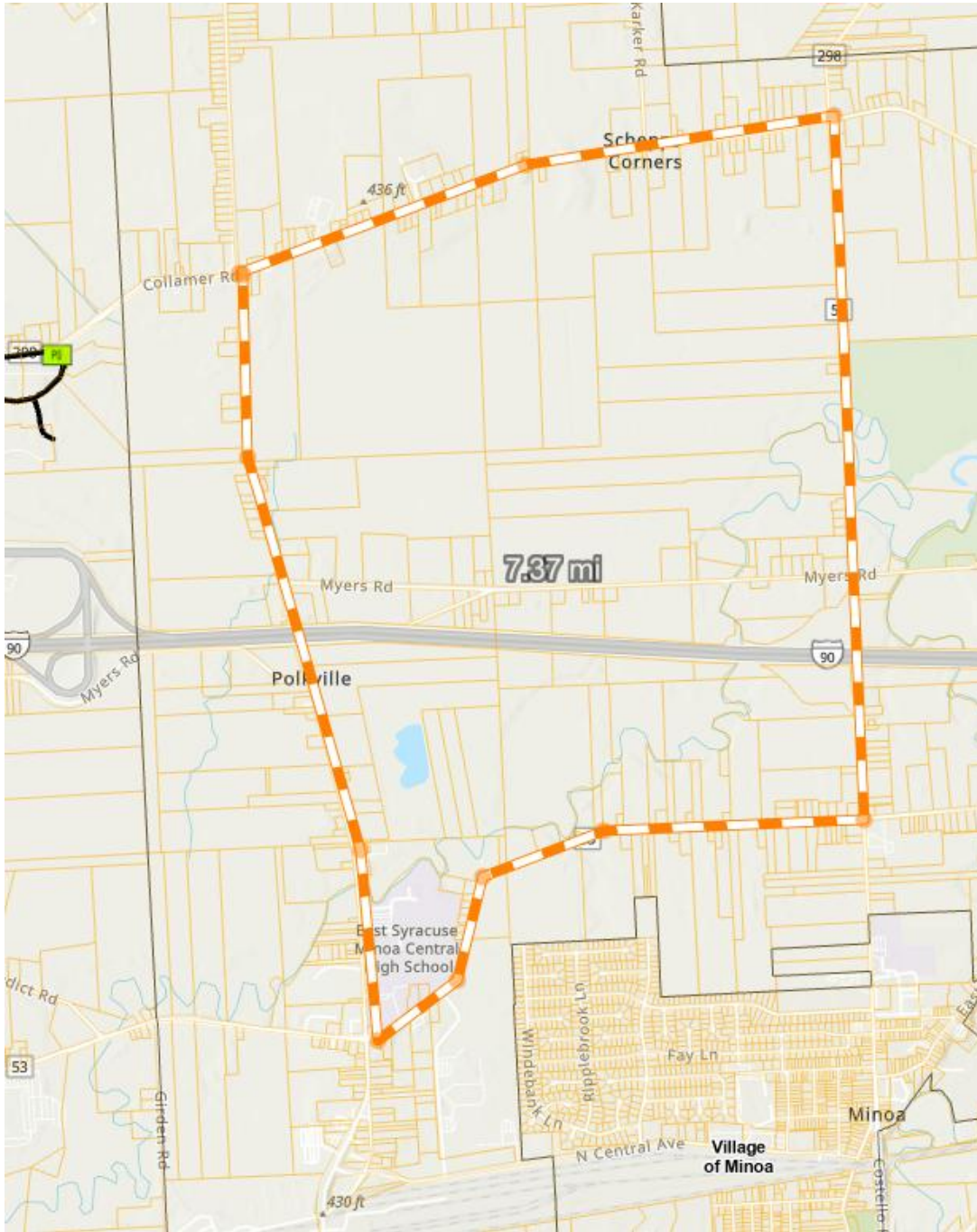
1. Describe your firm's experience in providing planning, design and construction phase engineering services for similar projects.
2. Describe the organization and management effort you propose to accomplish the project.
3. Identify the person you propose to serve as the Project Manager and include resumes of the individuals who will be assigned to the project.
4. Confirmation that the proposer is a professional engineer licensed to work in the State of New York.
5. Provide a proposed schedule to complete the project in a timely manner.
6. Provide a list of successfully completed sanitary sewer projects completed over the last four-year period and include contact information for three (3) references.

The selection of the Consultant will be based upon the following criteria: successful performance in providing Engineering Services for similar projects; knowledge and familiarity with the Town's sewer system, technical capability (including experience) of the Project Manager and Project Team; the availability of the Consultant's Staff and resources to assist the Town; and experience with NYSEFC funded projects and other State and federally funded projects.

Please provide a copy of your qualifications and related materials by March 25th 2026 at 4:00pm. Proposals shall be transmitted electronically in a PDF format to tpoitras@townofmanlius.gov. Please mark your response "REQUEST FOR ENGINEERING – Town of Manlius Northern Sanitary Sewer Project".

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Proposed Sewer Project Location

John Deer, Supervisor

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